

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New Contract
 ☐ OTR
 ☐ Sole Source
 ☐ Bid Waiver
 ☒ Emergency
 Previous Contract/Project No. N/A

☐ Re-Bid
 ☐ Other
 LIVING WAGE APPLIES: ☐ YES ☐ NO

Requisition No./Project No.: RQEL1200002 TERM OF CONTRACT 55 Months (S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Elections Department Relia-Vote Upgrade

Description: Upgrade from 9 to 12 Enclosure Feeders

Issuing Department: ISD Contact Person: Leida Altman Carrillo Phone: 305-375-1084

Estimate Cost: \$950,000 Funding Source: GENERAL FEDERAL OTHER

Funding Source: xxxxxx

ANALYSIS

Commodity Codes:

20564	SOFTWARE, OPERATING SYSTEM: PREPROGRAM
91829	COMPUTER CONSULTING SERVICES - SOFTWARE
939	EQUIPMENT MAINTENANCE, RECONDITIONING, AND REPAIR

Contract/Project History of previous purchases three (3) years

Check here ☐ if this is a new contract/purchase with no previous history.

	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	N/A		
Small Business Enterprise:			
Contract Value:	\$	\$	\$

Comments:

Continued on another page (s): ☐ YES ☐ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: LEIDA ALTMAN CARRILLO

Date sent to DBD: 06/01/2012

Date returned to DPM: 06/01/2012

RECEIVED
 DEPT. OF BUSINESS DEV.
 2012 JUN -4 PM 3:29



SECTION #3
EMERGENCY PURCHASES

NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (▶)

▶ REQUISITION #: RQEL1200002

P.O. #: _____

BCC DATE: _____

▶ ACQUISITION DATE (Date Order Is Placed): 6/1/12

▶ TITLE:	<u>Elections Department Relia-Vote Upgrade</u>
▶ DESCRIPTION:	<u>Upgrade from 9 to 12 enclosure feeders</u>
▶ PURPOSE:	<u>To provide capability to print/scan up to 8-page absentee ballots</u>

▶ Department(s):	▶ Funding Source(s):	▶ Allocation(s):
Elections Department	General Fund	\$ 700,000 (5 Lease Payments)
*		\$ 250,000 (Maintenance / Support)

▶ TERM OF CONTRACT:	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input checked="" type="checkbox"/> Year(s)
	<input type="checkbox"/> _____ Month(s)
	<input checked="" type="checkbox"/> Contract Period From <u>6/1/12</u> to <u>12/31/16</u>
	<input type="checkbox"/> Upon Completion <input checked="" type="checkbox"/> From _____ to _____
	<input type="checkbox"/> Upon Delivery <input checked="" type="checkbox"/> _____ Days A.R.O. (after Receipt of Order)

Special Conditions:	<input type="checkbox"/> Insurance Type _____
	<input type="checkbox"/> Performance/Payment Bond
	<input type="checkbox"/> Certificate of Competency
	<input type="checkbox"/> Living Wage Applies

SBE Measures:	<input checked="" type="checkbox"/> None	<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise	Review Committee Date: _____ Item #: _____	
	<input type="checkbox"/> Set Aside			<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise
	<input type="checkbox"/> Bid Preference			<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise
	<input type="checkbox"/> Goal			<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise

▶ Number of Price Quotation(s): Requested: 1 Received: 1

Awarded To Low Bidder: ☒ YES ☒ NO, If "NO", provide explanation in the Comments section

Vendor: <u>Pitney Bowes, Inc.</u>	Vendor: _____
Vendor: _____	Vendor: _____

Contract Value: \$950,000

Did Local Preference affect the outcome of the Award?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, if "YES", provide detailed explanation in the "Comments" section
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UAP Included: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none">• Will CITT Funds be used? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO• Will Federal Funds be used? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO• If UAP is not included, Attach written approval to waive UAP and provide an explanation in the "Comments" section
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Revised 7/15/07

SECTION #3
EMERGENCY PURCHASES

REQUISITION #RQEL1200002
TITLE Elections Department Relia-Vote Upgrade

► Justification and Comments:	<p><u>The upgrade is required to facilitate the mailing of absentee ballots for the November 6, 2012 General Election. The current Relia-Vote system allows the Department to manage up to a 5-page ballot; however, the ballot for the upcoming General Elections is expected to exceed the current 5-page print/scan capability.</u></p> <p><u>To comply with Federal and State regulations the Department must mail absentee ballots in a timely manner. Considering the immediacy of the General Election, and anticipating that the ballot could exceed the current 5-page limitation with the Constitutional Amendments, Charter Review Questions, and Municipal Elections to be held simultaneously with the General Election, the Department has solicited assistance from the original vendor to upgrade the current Relia-Vote system.</u></p>
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Background/Need to Know: _____
Potential Issues: _____

► **Signature(s):**

John Mendez
Contact Person

5/31/12
Date

305-499-8549
Telephone

Penelope Townsley
Department Director Approval

5/31/12
Date

Procurement Management Services Use Only

Signatures(s):

Sue A. All
Procurement Contracting Officer

6/1/12
Date

Melissa James
Procurement Manager

6/1/12
Date

Division Director

Date

SECTION #3
EMERGENCY PURCHASES


Assistant Director

6/1/12 RQEL
Date 1200002

Vendor Assistance Section

Date

Attach: 1. Explanation of the emergency situation. 2. Written price quotation(s) including terms and conditions. 3. Vendor(s) Certificate of Insurance. 4. Copy of invoice(s).

Memorandum



Date: May 31, 2012
To: Lester Sola, Director
Internal Services Department
From: Penelope Townsley, Supervisor of Elections
Elections Department
Subject: Emergency Purchase - Pitney Bowes

The Elections Department is requesting your assistance in procuring updated components for its mailing system. The mailing system, which was manufactured by Pitney Bowes Inc., is mission critical in the department's ability to process absentee ballots accurately and in a timely manner.

The emergency nature of this purchase is the need to have the system produced, installed and tested in advance of the General Election on November 6, 2012. The current system has a ballot processing limitation of five pages. With the large number of federal, state, county and municipal races and charter amendments on the upcoming General Election ballot, we anticipate that many ballot styles will exceed 5 pages. In fact, it is expected that some ballots styles will reach 8 pages for voters who reside in some municipalities.

The estimated cost of upgrading the current Pitney Bowes mailing system is \$950,000 which will be paid over a five year period (this cost includes maintenance and support). The upgrade will increase the system's capacity to print/scan 8 page ballots needed to accommodate multiple languages (English, Spanish, and Creole), ballot questions and constitutional amendments, in addition to municipal ballot races.

Should you have any questions or concerns regarding this matter, please do not hesitate to contact me at 305-499-8509.

c: Alina T. Hudak, Deputy Mayor/County Manager, Office of the Mayor
Jennifer Moon, Director, Office of Management and Budget